

**A REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
5:30 P.M.**

Tuesday, July 16, 2024
Ladysmith Seniors Centre
630 2nd Avenue

Pages

1. CALL TO ORDER

Call to Order 5:30 p.m. in Open Session, in order to retire immediately into Closed Session.

Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.

2. CLOSED SESSION

Recommendation

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (c) labour relations or other employee relations.

3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for July 16, 2024.

5. RISE AND REPORT- Items from Closed Session

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held July 2, 2024

6

Recommendation

That Council approve the minutes of the Regular Meeting of Council held July 2, 2024.

7. COMMITTEE MINUTES

7.1 Committee of the Whole - July 9, 2024

11

Recommendation

1. That Council direct staff to provide other alternatives to the annual large item Spring Clean Up program in a future report to Council;
2. That Council receive the July 9, 2024 report from the Infrastructure Services department regarding the parking situation on Ray Knight Drive;
3. That the Mayor, on behalf of Council, write a letter to the Ministry of Transportation and Infrastructure requesting that the Ministry take on their maintenance responsibilities as outlined in the “2002 Division of Maintenance Responsibilities” agreement; and
4. That Council direct staff to include the control of invasive species in the tree protection bylaw anticipated under the Official Community Plan implementation.

7.2 Community Planning Advisory Committee - July 3, 2024

19

Recommendation

That Council receive the minutes of the Community Planning Advisory Committee meeting held July 3, 2024.

8. REPORTS

8.1 Ladysmith Skatepark Society – Grant in Aid

21

Recommendation

That Council determine if it wishes to provide a late Grant in Aid to the Ladysmith Skatepark Society in the amount of \$2,500.

9. BYLAWS

9.1 Bylaws for Introduction

- 9.1.1 **“Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw No. 2187”** 25

Recommendation

That Council give first, second and third readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw No. 2187”.

9.2 Bylaws for Adoption

- 9.2.1 **“Community Centre Fees and Charges Bylaw 2024, No. 2178”** 30

Recommendation

That Council adopt “Community Centre Fees and Charges Bylaw 2024, No. 2178”.

- 9.2.2 **“Development Procedures Bylaw 2024, No. 2179”** 35

Recommendation

That Council adopt “Development Procedures Bylaw 2024, No. 2179”.

- 9.2.3 **“Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905 Amendment Bylaw No. 2180”** 43

Recommendation

That Council adopt “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905 Amendment Bylaw No. 2180”.

- 9.2.4 **“Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644 Amendment Bylaw No. 2182”** 46

Recommendation

That Council adopt “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644 Amendment Bylaw No. 2182”.

- 9.3 **Bylaw Status Sheet** 48

10. NEW BUSINESS

10.1 Municipal Insurance Association of BC (MIABC) Annual General Meeting - Voting Delegates

Recommendation

That Council appoint a voting delegate and two alternate voting delegates for the Municipal Insurance Association of BC (MIABC) Annual General Meeting taking place on Tuesday, September 17, 2024, in conjunction with the Union of BC Municipalities Convention in Vancouver.

(In 2023 the voting delegate was Councillor Paterson, with alternates Councillors McKay and Stevens.)

10.2 Replacement for Councillor McKay at the 2024 Vancouver Island Economic Alliance Summit

Recommendation

That Council reassign Councillor McKay's attendance as a delegate at the Vancouver Island Economic Alliance Summit to be held October 23-24, 2024 in Nanaimo, with another Councillor, should one wish to attend.

11. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be related to items on the agenda.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

12. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, July 2, 2024

6:01 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Mayor Aaron Stone

Councillor Ray Gourlay (*via Zoom*)

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens (*via Zoom*)

Councillor Jeff Virtanen

Council Members Absent:

Councillor Amanda Jacobson

Staff Present:

Allison McCarrick

Erin Anderson

Chris Barfoot

Sue Bouma

Nick Pescod

1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 6:01 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2024-147

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Motion Carried

3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

Mayor Stone also recognized Town and Stz'uminus staff and volunteers for organizing the National Indigenous Peoples Day and Canada Day events, both of which were extremely successful and well-attended.

4. AGENDA APPROVAL

CS 2024-148

That Council approve the agenda for this Regular Meeting of Council for July 2, 2024.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:45 p.m. with report on the following:

CE 2024-055

That Council:

1. Direct staff to authorize the LRCA to use \$10,007.00 of the \$25,091.25 Victim Services surplus funding received from the Town to support the pilot Restorative Justice program; and
2. Rise with report immediately.

Motion Carried

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held June 18, 2024

CS 2024-149

That Council approve the minutes of the Regular Meeting of Council held June 18, 2024.

Motion Carried

6.2 Minutes of the Special Meeting of Council held June 27, 2024

CS 2024-150

That Council approve the minutes of the Special Meeting of Council held June 27, 2024.

Motion Carried

7. DELEGATIONS

7.1 Quentin Goodbody, President, Ladysmith and District Historical Society (LDHS)

Quentin Goodbody, President of the Ladysmith & District Historical Society, provided an operational update to Council. He summarized the Society's many initiatives and accomplishments over the past year.

Mr. Goodbody responded to Council's questions. Council expressed their appreciation for the presentation and thanked him and all the volunteers for their work in the community.

8. COMMITTEE MINUTES

8.1 Public Art Committee - June 6, 2024

CS 2024-151

That Council receive the minutes of the Public Art Committee meeting held June 6, 2024.

Motion Carried

9. REPORTS

9.1 Alternative Approval Process Official Results – New City Hall

CS 2024-152

That Council:

1. Receive the official results of the Alternative Approval Process for “Town of Ladysmith City Hall Loan Authorization Bylaw 2024, No. 2166”; and
2. Formally abandon Bylaw No. 2166.

Motion Carried

10. BYLAWS

10.1 Community Centre Fees and Charges Bylaw 2024, No. 2178

CS 2024-153

That Council give first, second and third readings to “Community Centre Fees and Charges Bylaw 2024, No. 2178” as presented in the July 2, 2024 staff report by the Director of Parks, Recreation & Culture.

Motion Carried

10.2 Bylaw Status Sheet

11. CORRESPONDENCE

11.1 Ladysmith Celebrations Society - Support Royal Canadian Air Force Flyby during Ladysmith Days

CS 2024-154

That Council authorize the Canadian Armed Forces to fly an aircraft as low as 500 feet for transit, practice, and shows during the Ladysmith Days celebrations at Transfer Beach August 3-4, 2024.

Motion Carried

12. NEW BUSINESS

12.1 Community Works Fund Agreement

CS 2024-155

That Council authorize the Mayor and Corporate Officer to sign the Community Works Fund agreement.

Motion Carried

13. UNFINISHED BUSINESS

13.1 Replacement for Councillors Paterson and Virtanen at the Union of British Columbia Municipalities (UBCM) 2024 Convention

CS 2024-156

That Council authorize Councillors McKay and Stevens to replace Councillors Paterson and Virtanen as delegates at the Union of BC Municipalities (UBCM) Convention to be held September 16-20, 2024 in Vancouver.

Motion Carried

14. QUESTION PERIOD

A member of the public asked whether Council's decision to abandon the borrowing bylaw for a new City Hall meant that they were also abandoning future plans for the project, how the abandonment of this bylaw would affect the Town's relationship with Catalyst Community Development Society, and who had paid for Catalyst's work to-date.

15. ADJOURNMENT

CS 2024-157

That this Regular Meeting of Council be adjourned at 7:52 p.m.

Motion Carried

CERTIFIED CORRECT

Mayor (A. Stone)

Corporate Officer (S. Bouma)

Subject to Adoption

Committee of the Whole Recommendations to Council July 16, 2024

At its July 9, 2024 meeting, the Committee of the Whole recommended:

1. That Council direct staff to provide other alternatives to the annual large item Spring Clean Up program in a future report to Council.
2. That Council receive the July 9, 2024 report from the Infrastructure Services department regarding the parking situation on Ray Knight Drive.
3. That the Mayor, on behalf of Council, write a letter to the Ministry of Transportation and Infrastructure requesting that the Ministry take on their maintenance responsibilities as outlined in the “2002 Division of Maintenance Responsibilities” agreement.
4. That Council direct staff to include the control of invasive species in the tree protection bylaw anticipated under the Official Community Plan implementation.



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, July 9, 2024

6:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Tricia McKay, Chair
Mayor Aaron Stone
Councillor Ray Gourlay
Councillor Amanda Jacobson

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba

Ryan Bouma (*via Zoom*)
Chris Geiger
Sue Bouma
Michele Gill

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor McKay, Chair, called this Committee of the Whole meeting to order at 6:30 p.m., and acknowledged with gratitude that it was being held on the unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2024-036

That the agenda for this July 9, 2024 Committee of the Whole meeting be approved as amended to include RCMP quarterly reports related to Item 4.1.

"Ladysmith Detachment Annual Policing Priorities for 2024 to 2025".

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held May 14, 2024

CW 2024-037

That the minutes of the Committee of the Whole meeting held May 14, 2024 be approved.

Motion Carried

4. PRESENTATION

4.1 Ladysmith Detachment Annual Policing Priorities for 2024 to 2025

Acting Detachment Command, Cpl. Tracy Dubnyk, updated the Committee regarding the detachment's implementation of the 2024-2025 policing priorities of Enhanced Road Safety, Crime Reduction, Relationship Building with Indigenous Partners and Employee Wellness and Morale. She responded to Council's questions.

Council thanked Cpl. Dubnyk for her presentation and asked for DUI occurrences to be included in future RCMP quarterly reports.

5. REPORTS

5.1 Direction for Future Spring Clean Up

CW 2024-038

That the Committee recommend that Council direct staff to provide other alternatives to the annual large item Spring Clean Up program in a future report to Council.

Motion Carried

5.2 Ray Knight Drive Parking Update

CW 2024-039

That the Committee recommend that Council receive the July 9, 2024 report from the Infrastructure Services department regarding the parking situation on Ray Knight Drive.

Motion Carried

6. COUNCIL SUBMISSIONS

6.1 Division of Maintenance Responsibilities on the Trans-Canada Highway

CW 2024-040

That the Committee recommend that the Mayor, on behalf of Council, write a letter to the Ministry of Transportation and Infrastructure requesting that the Ministry take on their maintenance responsibilities as outlined in the "2002 Division of Maintenance Responsibilities" agreement.

Motion Carried

7. UNFINISHED BUSINESS

7.1 Invasive Species Bylaw - Discussion

CW 2024-041

That the Committee recommend that Council direct staff to include the control of invasive species in the Tree Protection Bylaw anticipated under the Official Community Plan implementation.

Motion Carried

8. ADJOURNMENT

CW 2024-042

That this Committee of the Whole Meeting be adjourned at 7:38 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor T. McKay)

Corporate Officer (S. Bouma)

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Michele Gill, ASCT, Senior Engineering Technologist
Reviewed By: Ryan Bouma, Director of Infrastructure Services
Meeting Date: July 9, 2024
File No: 5400-01
Re: Ray Knight Drive Parking update

RECOMMENDATION:

That the Committee recommend that Council receive the July 9, 2024 report from the Infrastructure Services department regarding the parking situation on Ray Knight Drive.

EXECUTIVE SUMMARY:

Staff reviewed the parking and traffic movements on Ray Knight Drive and found no concerns.

PREVIOUS COUNCIL DIRECTION:

| Resolution | Resolution Details |
|-------------|--|
| CS 2024-109 | That Council direct staff to prepare a report for the July Committee of the Whole meeting with suggestions to alleviate Ray Knight Drive parking and traffic concerns. |

INTRODUCTION/BACKGROUND:

Residents’ concerns regarding the parking on Ray Knight Drive were brought to Council’s attention at the May 21, 2024 Council meeting. Staff attended Ray Knight Drive and found very little congestion, although there was some queuing of construction vehicles on John Wilson Place.

Ray Knight Drive is a 10m wide local road where speeds are expected to be low. At intersections there are bulbs to reduce the width to 7.0m. This narrowing results in a shorter crossing for pedestrians and defines the intersection drive lanes.

Parking is permitted on both sides of the road. When vehicles are parked on both sides of the street there is 6.0m of travel surface for moving traffic. Figure 1 shows cars parked on both sides of the road on Ray Knight Drive.





Figure 1 - Parked vehicles on Ray Knight Dr



Figure 2 - Car passing parked vehicles.

While at the site, staff observed a vehicle travel up the road between the parked cars. The closeness of the parked cars causes travelling drivers to slow down. As shown in Figure 2, there was no problem observed for the vehicle passing between the two parked cars. As staff drove by the parked cars in Figure 2, an oncoming vehicle approached but neither vehicle had issues passing the other nor the parked cars. Both staff and the other travelling car did slow down to pass.

Staff further drove onto John Wilson Place and found the road to have some parked construction vehicles. John Wilson Place is 8m wide with parking on both sides. Two-way traffic cannot occur on the remaining 5m surface, when both sides of the road are parked on.

If vehicles are parked on both sides, driveway openings provide passing places when two vehicles are approaching from opposite directions. While at the site, several vehicles were parked on both sides and other vehicles, including a pick-up truck, came and went resulting in the drivers going slow and graciously taking turns to pass each other around the parked vehicles.



Figure 3 - Vehicles parked on John Willson Pl.

Construction and emergency vehicles are less than 3.2m wide and therefore have room to pass parked cars. Once construction is complete, cars and pick-up trucks will be the typical vehicles parked on the streets.

A travel surface of 6.0m results in 3.0m lanes. The 3.0m lane width is becoming more common on local roads as narrower lanes reduce traffic speed, reduce pavement area, reduce rain runoff, reduce asphalt maintenance, increase pedestrian and cyclist space and increase green space.

Staff considered the option of removing parking on one side with signage. The outcome of this option would increase the speed of transiting vehicles and reduce parking for residents.

ALTERNATIVES:

Council can choose to:

1. Direct staff to add parking restrictions.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Staff listened to the concerns raised by residents during the Public Hearing regarding parking and narrow streets and included information on those concerns above.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Protective Services concurs with staff's assessment that a 3.0m lane is sufficient width for emergency vehicles to travel along Ray Knight Dr. Staff would request however, that a cul-de-sac style turnaround be provided at the end of Ray Knight Dr in the next phase of construction.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

Previously reviewed



MINUTES

Community Planning Advisory Committee

Wednesday, July 3, 2024 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Members - Jennifer Aker; John Scott; Julika Pape; Tonya Soules; Keona Wiley; Anthony Price; Council Liaison – Marsh Stevens (via Conference Call); Director of Development Services & Recorder – Jake Belobaba

ABSENT: Member - Jason Robertson

GUESTS: Applicant - Scott Mack (file no. 3360-23-10)

Director of Development Services Jake Belobaba called the meeting to order at 7:02pm.

Jake Belobaba acknowledged with gratitude that Ladysmith is located on the unceded territories of the Stz'uminus First Nation.

1. AGENDA APPROVAL

It was moved, seconded, and carried that the Agenda of July 3, 2024, Community Planning Advisory Committee meeting be approved.

2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of May 1, 2024, Community Planning Advisory Committee meeting be approved.

3. COUNCIL REFERRALS

a. Zoning Bylaw Amendment Application 3360-23-10 – Lot A District Lot 126 Malone Road

Applicant Scott Mack from Townsite Planning gave a brief presentation on proposal.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Zoning Bylaw Amendment application 3360-23-10 for Lot A District Lot 126 Malone Road with consideration for the following:

- A cap on the number of single-unit and two-unit dwellings in Area C.
- Either frontloading the proposed affordable housing to earlier phases of the development or rental tenure zoning in Area C.
- Higher parcel coverage in Area C.
- Permitting fourplexes in Areas A and B.

- Fencing along the park boundary for Brown Drive Park installed prior to development.
- A minimum FSR in Area C aligned with OCP policy.
- Broadening the potential uses of the proposed \$50,000 cash contribution to allow it to be spent on other park improvements.

4. NEW BUSINESS

a. Election of Chair

Keona Wiley was elected as Chair.

5. MONTHLY BRIEFING

- **3360-22-07 - District Proposal (Lot A Holland Creek).**
- **Jake Belobaba provided a brief update on the Provincial Small Scale Multi-Unit Housing legislation.**

6. NEXT MEETING – TBD

7. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 8:42 PM.

Chair (Keona Wiley)

RECEIVED:

Corporate Officer (S. Bouma)

INFORMATION REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: July 16, 2024
File No: 1850
Re: Ladysmith Skatepark Society – Grant in Aid

RECOMMENDATION:

That Council determine if it wishes to provide a late Grant in Aid to the Ladysmith Skatepark Society in the amount of \$2,500.

EXECUTIVE SUMMARY:

Staff received a late Grant in Aid request for \$2,500 from the newly formed Ladysmith Skatepark Society. Should Council award the full request, there will be \$641 remaining for other late applications.

PREVIOUS COUNCIL DIRECTION:

N/A

DISCUSSION:

The newly formed Ladysmith Skatepark Society is requesting a \$2,500 Grant in Aid. As per the revised Grant in Aid policy, there is 5% or \$3,141 remaining in the budget for late Grant in Aid applications. Should Council award the full amount requested, there will be \$641 remaining for other late applications.

Included in the 2024 Capital budget is \$21,750 for a conceptual design of the skate park with revised features to meet the needs of today's users and the diverse uses. Should Council approve the conceptual design and allocate funding, the actual construction would occur a few years later. The painting will add vibrancy to the skatepark area in the meantime.

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

A. Application from Ladysmith Skatepark Society



Town of Ladysmith 2024 Grant in Aid Application

| 1. Details of the Organization | |
|--------------------------------|--|
| Name of Organization | Ladysmith Skatepark Society |
| Civic Address | Redacted - S. 22 Ladysmith, BC |
| Mailing Address | Redacted - S. 22 |
| Phone | Redacted - S. 22 |
| Email | Redacted - S. 22 |
| Application Contact | Kathryn Janzen / Redacted - S. 22 |
| Society Number | S0078080 |

| 2. Board Member Details | |
|-------------------------|-------------------------|
| President/Chairperson | Jesse Manner |
| Phone & Email | Redacted - S. 22 |
| Treasurer | Charlene Manner |
| Phone & Email | Redacted - S. 22 |

| 3. Funding Request (maximum request is \$10,000) | |
|--|---------|
| Total funds requested | \$2,500 |
| Does your Organization currently receive: <ul style="list-style-type: none"> • Permissive Tax Exemption? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No • Service Agreement funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No • Reduce rents or access to a facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |

Please use last page for additional information.

4. Event or Project or Service

Please describe your event, project or service

The Ladysmith Skatepark Collective, as approved by Ladysmith Town Council, will be proceeding to paint the Ladysmith skatepark. The objectives of the project are:

- Paint Ladysmith Skatepark to promote a more vibrant space conducive to gathering and active outdoor activity.
- Showcase artistic talent of both skatepark users and community members.
- Engage skatepark users in enhancing this space.

Please describe how the Community will benefit from your event, project or service

This project strives to enhance the skatepark in Ladysmith to promote a more vibrant space conducive to gathering and active outdoor activity. Art projects such as this possess an exceptional capacity to transform ordinary spaces into places that spark inspiration and contemplation. This project will not only enhance the aesthetics of the park but has the ability to serve as a catalyst for community interaction, particularly among youth, as well as create a more youth and child friendly space.

Council has set our Strategic Priorities for this term. Please describe how your event, project or service will align with one or all of the Priorities, such as:

- considers climate change and has minimal impact on core infrastructure;
- employ strategies and actions that maintain a diverse community;
- support a vibrant downtown;
- creates opportunities for economic prosperity, environmental restoration, and cultural celebration;
- or
- shows leadership in building strong relationships with First Nations and support reconciliation.

Strategic priorities that align with this project include:

- "employ strategies and actions that maintain a diverse community" - this project will ensure youth, children and others have an inviting place to play and gather
- "create opportunities for [...] cultural celebration" - this project will celebrate artistic talents of local artists and skatepark users

5. Members of the Board and Employees

| | | | |
|--------------------------|---|---|--------|
| Number of Board Members | 5 | # of members attending at last AGM | N/A |
| Number of PAID employees | 0 | Total salary, wages & benefits budgeted | \$0.00 |

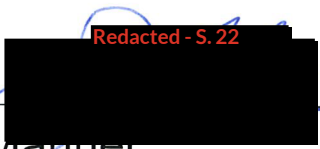
Society is new and therefore no AGM yet; nor financial statements.

Please use last page for additional information.

| 6. Financial Information | |
|--|------|
| Please list all other grants (pending or approved) your organization has applied for: We have applied for a grant from the Ladysmith Rotary Club to help fund the rental of skatepark equipment for a skateboard demo area during Ladysmith Days. The application is still pending. | |
| Total amount of fundraising earned from the prior year | \$ 0 |

| From your Society's last Annual General Meeting (AGM), please attach the following: | |
|---|-----------------------------------|
| Budget (total local organization) N/A | <input type="checkbox"/> Attached |
| Audited Financial Statements or Engagement Review | <input type="checkbox"/> Attached |
| Minutes from your last Annual General Meeting N/A | <input type="checkbox"/> Attached |

By signing this, I agree that I have read the Town's Grant in Aid policy, I understand that if approved my organization will report on how the funding was used and that the information included in this application is true and correct to the best of my knowledge.

| | |
|---------------|---|
| Signature |  |
| Name (print): | Jesse Manner |
| Date | June 26, 2024 |

APPLICATION DUE: DECEMBER 15, 2023

OFFICE USE

| | |
|------------------------------------|----|
| Date Application Received | |
| Amount Requested | \$ |
| Prior year funding report Received | |

The personal information on this form is collected under the general authority of the *Community Charter and Freedom of Information & Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.

Please use last page for additional information.

TOWN OF LADYSMITH

BYLAW NO. 2187

A Bylaw to Amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

The Council of the Town of Ladysmith in open meeting assembled enacts the following to effect changes to "Town of Ladysmith Zoning Bylaw 2014, No. 1860":

1. The definition of 'Access Strip' is added as follows:

"ACCESS STRIP: means, in the case of a panhandle lot, the part of a panhandle lot that provides access to a street."

2. The definition of 'Accommodation Unit' is deleted and replaced as follows:

"ACCOMMODATION UNIT: means one or more habitable rooms provided as part of a tourist accommodation use to provide temporary accommodation to the travelling public and may include a bathroom, kitchen facilities or a Kitchenette but does not include a Guest Room or a Dwelling Unit"

3. The definition of 'Bed and Breakfast' is deleted and replaced as follows:

"BED AND BREAKFAST: means the provision of *Guest Rooms*, in a *Single-Unit Dwelling* or an *Accessory Building*, for the temporary accommodation of paying guests, and may include meal service to those guests, but does not include the provision of *Accommodation Units* to paying guests"

4. The definition of 'Dwelling Unit' is amended to add the words "or Guest Room" after "Accommodation Unit"

5. The definition of 'Guest Room' is added as follows:

"GUEST ROOM: means a bedroom or similar room provided as part of a Bed and Breakfast use to provide sleeping facilities to the travelling public and may include an ensuite bathroom but does not include a room with Kitchen Facilities, a Kitchen, Kitchenette or cooking facilities of any kind, or an Accommodation Unit or Dwelling Unit."

6. The last sentence in the definition of 'Corner Parcel' is deleted and replaced as follows:

"In the case of a Panhandle Parcel, the Front Parcel Line shall be the Parcel Line abutting the Parcel between the Street and the Panhandle Parcel."

7. The definition of 'Tourist Accommodation' is deleted and replaced as follows:

"TOURIST ACCOMMODATION: means the provision of one or more *Accommodation Units* for the temporary accommodation of the travelling public but does not include the rental of dwelling units for residential purposes for a month or more under a residential tenancy agreement pursuant to the *Residential Tenancy Act*."

8. Subsections 5.3(a) and (b) are deleted and replaced as follows:

" a) When Panhandle Parcels are created, the Parcel frontage requirement shall not be calculated for the panhandle portion of the access strip fronting on the Street, but for the front parcel line.

b) Where a *Parcel* is a *Panhandle Parcel*, the access strip shall not be included as part of the *Parcel Area* for the purpose of determining minimum *Parcel size*."

9. Add the following as subsections 5.3(c) and (d):

" c) An access strip shall have:

- i) a minimum width of 6.0 meters;
- ii) a maximum width of 9.0 meters;
- iii) a maximum length of 30 meters;
- iv) a maximum grade of 12%

d) A panhandle parcel shall not be created adjacent to another panhandle parcel."

10. Subsections 6.7(a) is deleted and replaced as follows:

" a) A Bed and Breakfast, where permitted in this Bylaw, shall satisfy all of the following conditions:

- i. Shall be operated by an owner of the Single Unit Dwelling, who resides on the Parcel on which the Bed and Breakfast is located.
- ii. Shall not alter the Principal Residential character or external appearance of the Dwelling.
- iii. A Guest Room shall not be provided in an *Accessory Building* unless at least one Guest Room is provided in a Single Unit Dwelling.
- iv. Shall be limited to a maximum of four (4) Guest Rooms, only one of which may be located in an Accessory Building.
- v. For clarity, Guest Rooms shall not have Kitchen Facilities, Kitchenettes, or cooking facilities of any kind. :
- vi. Shall be permitted to offer culinary services to guests, including cooking lessons, which are separate from meals included with accommodation.

- vii. Shall not provide accommodation to the same person or persons more than 30 consecutive days, or more than 60 days within a single calendar year.
 - viii. Shall be prohibited on a Parcel where a Caretaker Dwelling, Secondary Suite, Coach House Dwelling, Two-unit Dwelling or Multi-unit Dwelling is located."
11. Table 8.1 is amended to change the parking requirement for Bed and Breakfast to replace the words "Accommodation Unit" with "Guest Room"
12. The minimum parcel size for the R-1-A zone under subsection 10.3.3(a) is reduced from 460 square meters to 300 square meters
13. The minimum parcel frontage for the R-1-A zone under subsection 10.3.3(b) is reduced from 13.5 meters to 10 meters.
14. Add 'Bed and Breakfast' as a permitted accessory use in the R-2 zone as section 10.8(2)(e)
15. Delete subsection Section 10.8(4)(b) of the R-2 zone and replace with the following: "Where more than four units are located on a *Parcel*, the maximum *Floor Space Ratio* shall be 1.3."
16. Add the following as section 10.8.6
- "6. Landscaping and Screening
 - a) Landscaping and screening shall be provided in accordance with Part 7: Landscaping and Screening Regulations."
17. Add the following as section 10.8.8

"8. Other Regulations

- a) Notwithstanding the permitted uses under subsection 10.4(1), the following uses are not permitted where five or more units are located on a parcel:
 - i. *Coach House Dwelling*
 - ii. *Two-unit Dwelling*
 - iii. *Single Unit Dwelling*"
18. All section references, section numbers, table of contents and marginalia are updated accordingly.

Citation

19. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw No. 2187".

READ A FIRST TIME on the _____ day of _____, 2024

READ A SECOND TIME on the _____ day of _____, 2024

PUBLIC HEARING HELD PURSUANT TO SECTION 464(1)(a) of the Local Government Act on the day of, 2024

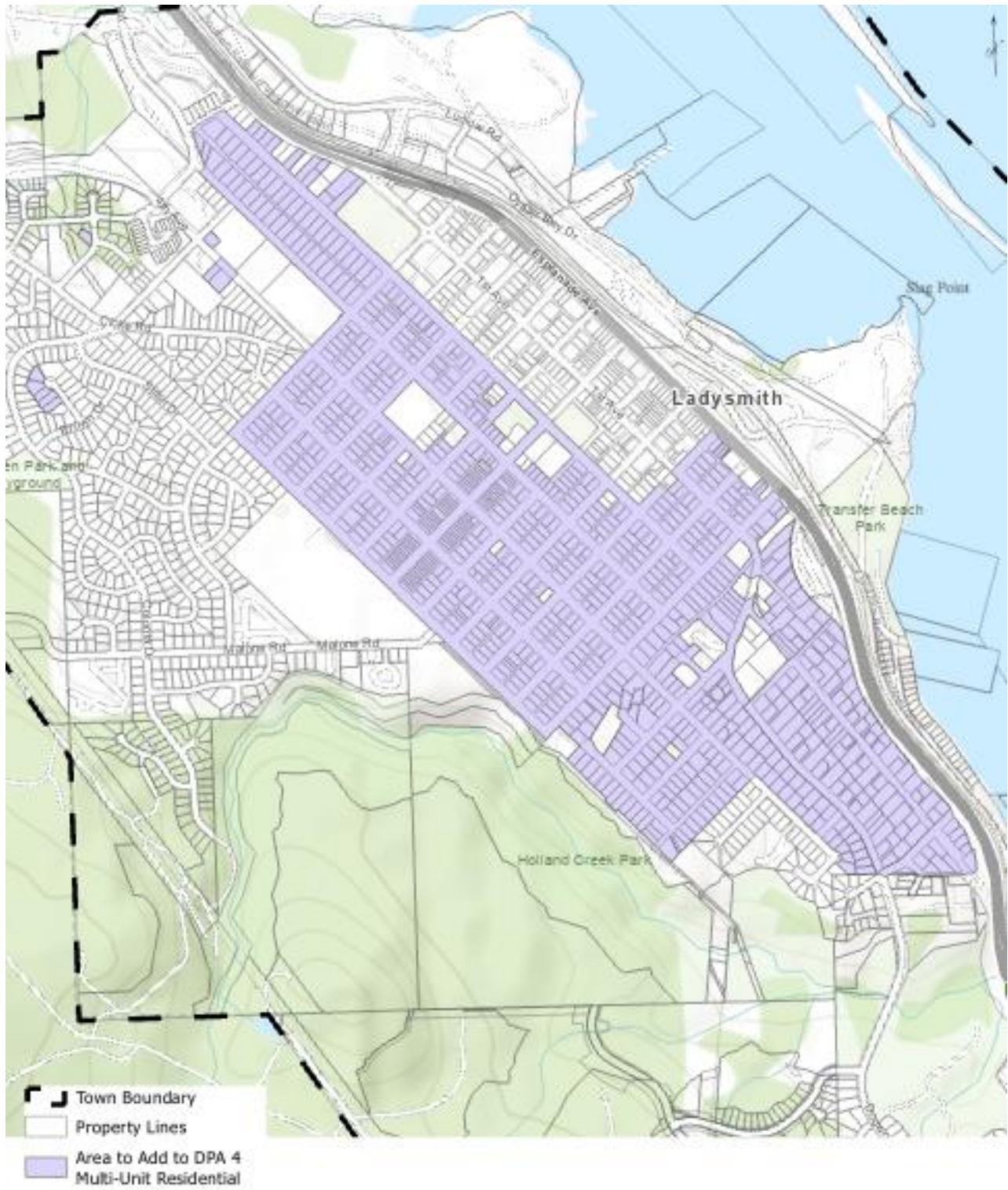
READ A THIRD TIME on the _____ day of _____, 2024

ADOPTED on the _____ day of, 2024

Mayor (A. Stone)

Corporate Officer (S. Bouma)

Schedule A



TOWN OF LADYSMITH

BYLAW NO. 2178

A Bylaw to A bylaw to establish fee schedules for the Frank Jameson Community Centre and other Town of Ladysmith recreation facilities

The Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. The fees set forth in Schedule 'A' and Schedule 'B' attached to and forming part of this bylaw are the admission and user fees for the Frank Jameson Community Centre and other recreation facilities.

Repeal

2. "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2021, No. 2086" is hereby repealed.

Effective Date

3. This bylaw comes into effect on September 1, 2024.

Citation

4. This Bylaw may be cited for all purposes as Town of Ladysmith "Community Centre Fees and Charges Bylaw 2024, No. 2178".

READ A FIRST TIME on the 2nd day of July, 2024

READ A SECOND TIME on the 2nd day of July, 2024

READ A THIRD TIME on the 2nd day of July, 2024

ADOPTED on the _____ day of _____, 2024

Mayor (A. Stone)

Corporate Officer (S. Bouma)

SCHEDULE A RECREATIONAL FACILITY ADMISSION FEES

Admission Fees 2024 – 2027 (GST NOT INCLUDED)

Regional Recreation

| Single Admissions | | | | 1-Month Pass | | | |
|-------------------|---------|---------|---------|------------------|---------|---------|---------|
| Type | 2024/25 | 2025/26 | 2026/27 | Type | 2024/25 | 2025/26 | 2026/27 |
| Child 0-3 yrs | FREE | | | Child 0-3 yrs | FREE | | |
| Child 3-12 yrs | 3.27 | 3.33 | 3.40 | Child 3-12 yrs | 29.40 | 29.99 | 30.59 |
| Youth 13-18 yrs | 4.61 | 4.87 | 5.14 | Youth 13-18 yrs | 46.75 | 49.32 | 52.04 |
| Adult 19-59 yrs | 6.46 | 6.66 | 6.86 | Adult 19-59 yrs | 57.12 | 58.83 | 60.59 |
| Senior 60-79 yrs | 4.61 | 4.87 | 5.14 | Senior 60-79 yrs | 46.75 | 49.32 | 52.04 |
| Senior 80 & up | FREE | | | Senior 80 & up | FREE | | |
| Family* | 12.41 | 13.03 | 13.69 | Family | 109.73 | 115.22 | 120.98 |
| 10 X Pass | | | | 12-Month Pass | | | |
| Type | 2024/25 | 2025/26 | 2026/27 | Type | 2024/25 | 2025/26 | 2026/27 |
| Child 0-3 yrs | FREE | | | Child 0-3 yrs | FREE | | |
| Child 3-12 yrs | 27.67 | 28.22 | 28.79 | Child 3-12 yrs | N/A | | |
| Youth 13-18 yrs | 39.48 | 41.65 | 43.94 | Youth 13-18 yrs | 452.90 | 477.81 | 504.09 |
| Adult 19-59 yrs | 54.58 | 56.22 | 57.90 | Adult 19-59 yrs | 554.38 | 571.01 | 588.14 |
| Senior 60-79 yrs | 39.48 | 41.65 | 43.94 | Senior 60-79 yrs | 452.90 | 477.81 | 504.09 |
| Senior 80 & up | FREE | | | Senior 80 & up | FREE | | |
| Family | 104.86 | 110.10 | 115.61 | Family | 1065.10 | 1118.35 | 1174.27 |

Regional Recreation

**SCHEDULE B
 RECREATIONAL FACILITY RENTAL FEES**

- **Commercial bookings.....plus 20%**
 Any individual, group or company engaged in the pursuit of commerce for profit through the use of Parks, Recreation & Culture facilities.
- **Non-profit bookings.....less 50%**
 Any registered non-profit group whose primary purpose is to provide organized sport, leisure or cultural activities. Membership must be open to the public and group must be volunteer based.
 **does not include specialized facilities such as swimming pool.
- **Private.....as listed**
 Any individual, group or organization not meeting the definition of non-profit or commercial.
- **Registered non-profit youth swim club(s).....less 15%**

Facility Rental Fees 2024 - 2027 (GST NOT INCLUDED)

| Facility | 2024/25 | 2025/26 | 2026/27 |
|---------------------------------------|---------|---------|---------|
| <i>Regional Recreation</i> | | | |
| Frank Jameson Community Centre | | | |
| Meeting Room Hourly Rate | 27.12 | 27.93 | 28.77 |
| Meeting Room Hourly with Pool | 24.99 | 25.74 | 26.51 |
| Meeting Room Daily Rate | 108.36 | 111.61 | 114.95 |
| Gymnasium Hourly Rate | 48.84 | 50.31 | 51.82 |
| Gymnasium Daily Rate | 420.87 | 433.49 | 446.50 |
| Lower Program Room Hourly Rate | 48.15 | 49.60 | 51.08 |
| Lower Program Room with Pool | 24.99 | 25.74 | 26.51 |
| Lower Program Room Daily Rate | 192.60 | 198.38 | 204.33 |
| Lower Rec Room Hourly Rate | 48.84 | 50.31 | 51.82 |
| Lower Rec Room Daily Rate | 420.87 | 433.49 | 446.50 |

| | | | |
|--|-----------|----------|----------|
| Locker Rental | 0.50 | 0.50 | 0.50 |
| One Pool | 91.03 | 93.76 | 96.57 |
| Two Pools | 133.72 | 137.73 | 141.86 |
| Aggie Hall Regional Recreation | | | |
| Aggie Hall Hourly Rate (no kitchen) | 48.84 | 50.31 | 51.82 |
| Aggie Hall Hourly Rate (with kitchen) | 82.49 | 84.97 | 87.51 |
| Aggie Hall Daily Rate (includes kitchen) | 225.12 | 231.88 | 238.83 |
| Aggie Hall Receptions Party, Dance | 442.52 | 455.80 | 469.47 |
| Transfer Beach | | | |
| Transfer Beach Kin Shelter Half Day | 36.24 | 37.33 | 38.45 |
| Transfer Beach Kin Shelter Full Day | 60.52 | 62.33 | 64.20 |
| Transfer Beach Sportsmen Shelter Half DAY | 36.24 | 37.33 | 38.45 |
| Transfer Beach Sportsmen Shelter Full DAY | 60.51 | 62.33 | 64.20 |
| Transfer Beach Amphitheatre – Full Day Private Family Function | 111.43 | 114.77 | 118.22 |
| Transfer Beach Amphitheatre – Half Day Private Family Function | 63.66 | 65.57 | 67.53 |
| Transfer Beach Amphitheatre – Full Day Public Special Event | 429.84 | 442.74 | 456.02 |
| Amphitheatre SaddleSpan Tent – Setup & Takedown (includes 1 full day public event rental) | 1,200.00 | 1,236.00 | 1,273.08 |
| Transfer Beach Amphitheatre – Performances per Hour | 30.45 | 31.36 | 32.30 |
| Park Permit (parking lot, upper beach, or lower beach) Full Day | 111.43 | 114.77 | 118.22 |
| Park Permit (parking lot, upper beach, or lower beach) Half Day | 63.66 | 65.57 | 67.53 |
| Park Permit (parking lot, upper beach, or lower beach) per Hour | 30.45 | 31.36 | 32.30 |
| Sports Fields | | | |
| Aggie Ball Diamonds per Hour Youth | No Charge | | |
| Aggie Ball Diamonds per Hour Adult | 18.45 | 19.01 | 19.58 |
| Aggie Ball Diamonds Tournament per Day | 158.58 | 163.34 | 168.24 |
| High Street Little League Diamonds per Hour Youth | No Charge | | |
| High Street Little League Diamonds Tournament per Day | 158.58 | 163.34 | 168.24 |
| Holland Creek Ball Diamonds per Hour Youth | No Charge | | |
| Holland Creek Ball Diamonds per Hour Adult | 18.45 | 19.01 | 19.58 |

| | | | |
|--|--------|--------|--------|
| Holland Creek Ball Diamonds Tournament per Day | 158.58 | 163.34 | 168.24 |
| Forrest Field per Hour Youth | 8.16 | 8.41 | 8.66 |
| Forrest Field per Hour Adult | 29.19 | 30.07 | 30.97 |
| Forrest Field per Day Youth | 52.98 | 54.57 | 56.21 |
| Forrest Field per Day Adult | 197.00 | 202.91 | 209.00 |
| Miscellaneous | | | |
| Chairs (25) | 25.80 | 26.58 | 27.37 |
| Forrest Field Half Lights per Hour | 13.69 | 14.10 | 14.52 |
| Forrest Field Full Lights per Hour | 17.77 | 18.30 | 18.85 |
| Aggie Field Lights | 6.84 | 7.05 | 7.26 |
| FJCC Field Lights | 6.84 | 7.05 | 7.26 |
| NEW - Practice Pitch per Hour Youth | 2.04 | 2.10 | 2.16 |
| NEW - Practice Pitch per Hour Adult | 7.30 | 7.52 | 7.74 |
| NEW - Practice Pitch per Day Youth | 13.25 | 13.64 | 14.05 |
| NEW - Practice Pitch per Day Adult | 49.25 | 50.73 | 52.25 |

TOWN OF LADYSMITH

BYLAW NO. 2179

A Bylaw to establish application procedures for land use applications.

Whereas, Section 460 of the *Local Government Act* by bylaw, defines procedures under which an owner of land may apply for an amendment to an official community plan or zoning bylaw, or a permit under part 14 of the *Local Government Act*;

Now therefore, the Municipal Council of the Town of Ladysmith in an open meeting assembled enacts as follows:

Definitions

1. In this bylaw:

“Application” means an application under section 2.

“Application fee” means a fee for an application as prescribed in the Fees and Charges Bylaw

“Committee Referral” means the referral of an application to a committee of Council, including an Advisory Planning Commission under section 461 of the *Local Government Act*;

“Delegate” means one or more persons authorized under “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905” to issue a permit under subsection 2(c), (d) or (e) of this bylaw.

“Staff report” means a report, whether in draft or final form, to:

- a) Council, or
- b) a delegate of Council who may approve an application,

and includes a report that has not been considered by Council or a delegate.

“development approval information” means development approval information under section 484 of the *Local Government Act*.

“Director” means the Director of Development Services for the Town of Ladysmith or their designate;

“extenuating circumstance” means the death, serious illness or medical issue of an applicant or member of the applicant's immediate family, or other similar circumstance beyond the control of the applicant.

“File Manager” means a staff member assigned by the Director or a senior planner to process an application in accordance with this Bylaw.

“inactive application” means:

- a) an application for which the application fee or notification bond has not been paid;
- b) an application for which development approval information has been requested and not received within 12 months of the date of the request or the deadline set by the Director, whichever is later;
- c) an application for which the deadline to hold a Neighborhood Information Meeting under section 17 has lapsed; or
- d) any other application where an applicant has failed to meet a requirement of this bylaw for a 12-month period.

“Interdepartmental referral” means the referral of an application to any Town department, other than the planning department.

“Intergovernmental referral” means the referral of an application to any local, provincial, first nations, or federal government or agencies thereof.

“legal instrument” means an agreement to which the Town is a party and includes a contract, covenant, statutory right of way, housing agreement, heritage revitalization agreement and phased development agreement, but does not include legal surveys.

“Neighbourhood Information Meeting” means a meeting hosted by the applicant that is open to the public, in a format prescribed by the Director from time to time, where the application is presented for information, and feedback about the application is received and documented.

“Notification bond” means a bond to cover notification cost in the amount prescribed in the Fees and Charges Bylaw.

“Notification costs”: means all advertising, mailing and delivery costs required to carry out any notification required under a bylaw of the Town or the *Local Government Act*.”

“Subject property” means all parcels of land subject to an application.

Scope

2. This bylaw applies to an application for:
 - a) an amendment to the Official Community Plan
 - b) an amendment to the Zoning Bylaw;

- c) a Development Permit;
 - d) a Development Variance Permit; or
 - e) a Temporary Use Permit.
3. Notwithstanding section 2, this bylaw does not apply to applications initiated by the Town.

Applications

4. All Applications under section 2 shall be submitted to the Planning Department.
5. Applications shall be signed by all owners of land whose names appear on the registered title certificate or by a person authorized in writing by all such owners, to make an Application on behalf of all owners of the land.
6. All Applications shall include the supporting documentation and attachments specified in writing from time to time by the Director, which specifications the Director must make available to Applicants on request and without charge.
7. Upon receipt of an Application that does not conform to this Bylaw, the File Manager or Director may:
- a) refuse to accept the Application and application fee; or
 - b) process the Application in accordance with this Bylaw if, in the opinion of the File Manager, or Director the content of the Application is sufficient to proceed for further consideration notwithstanding its deficiencies.
8. When refusing to accept an Application under Section 7(a), the Applicant shall be informed of the requirements that must be met for the Application to comply with this Bylaw.

Application and notification fees

9. All applications shall include the application fee and notification bond.
10. If the final notification costs exceed the notification bond, the additional costs shall be paid by the applicant prior to further consideration of the application.
11. If the final notification costs are less than the notification bond, the remaining amount shall be refunded to the applicant, without interest, when the permit is issued, or the bylaw is approved.
12. Application fees may only be refunded as follows:
- a) For an application where a committee referral, interdepartmental referral or Intergovernmental referral has occurred 50% of the application fee shall be refunded.

- b) For an application where a staff report has been prepared but has not been considered by Council or a delegate, 25% of the application fee shall be refunded.
- c) For any application that has been considered or presented to Council or a delegate no refund shall be granted.
- d) For applications where neither (a), (b), or (c) applies:
 - i. 75% of the application fee shall be refunded if the application is withdrawn within six months of the date the application was submitted; and
 - ii. 50% of the application fee shall be refunded if the application is withdrawn more than six months from the date the application was submitted.

Consideration of Applications

- 13. Where Council is to consider an application, Council shall be provided with the following items for consideration:
 - a) a report prepared by the File Manager or Director,
 - b) a copy of the proposed permit or amending bylaw, as applicable; and
 - c) any additional materials deemed necessary for Council’s consideration by the Director.

- 14. Where a delegate is to consider an application, the delegate shall be provided with the following items for consideration:
 - a) A report prepared by the File Manager, in a format acceptable to the Director
 - b) a copy of the proposed permit, and
 - c) any additional materials deemed necessary for the delegate’s consideration by the File Manager.

- 15. The applicant shall be notified:
 - a) when public notice is issued for a Council meeting at which the applicant’s application will be considered; and
 - b) following a decision on the application by Council or a delegate.

Posting Notification Signs

- 16. Where an application is received for an amendment to the Official Community Plan or Zoning Bylaw, or a temporary use permit, the applicant shall post notification signs on the subject property and shall:
 - a) Prepare and post the signs in accordance with the sign specifications prescribed by the Director;
 - b) Erect one sign on each street frontage of the subject property unless otherwise directed by the Director;
 - c) Provide proof satisfactory to the Director that the signs have been erected;
 - d) Post the signs at least 10 days prior to:
 - i. the public hearing, if a public hearing is required, or
 - ii. first reading of the bylaw, if no public hearing is required;

- e) Maintain or replace the signs as necessary until Council gives final consideration of the application; and
- f) Remove the signs within one week of final consideration of Council.

Neighbourhood Information Meetings

- 17. Where an application is received to amend the Official Community Plan, the applicant shall hold a neighbourhood information meeting within 60 days of submitting an application and prior to consideration by Council.
- 18. Neighbourhood information meetings shall be advertised by the applicant, at their cost, as follows:
 - a) Notice shall be placed in two consecutive issues of the Ladysmith Chronicle, or a local newspaper approved by the Director, with the second notice being not more than 10 and not less than 3 days before the neighbourhood information meeting; and
 - b) notice shall be mailed or delivered to the addresses, as provided by the Town, of the owners and tenants of all parcels located within 60 metres of the subject property.
- 19. Following the neighbourhood information meeting, the applicant will provide a report describing the input received, in a form acceptable to the Director.

Application Referrals

- 20. The Director or File Manager may require interdepartmental or intergovernmental referrals.
- 21. Intergovernmental and interdepartmental referrals shall be a minimum of ten business days unless a longer minimum referral period is required under an enactment, requested by the referee, or deemed necessary by the Director due to the complexity of the application, information needed to evaluate the application, organizational capacity or other factors deemed relevant by the Director.
- 22. Applications shall be referred to Committees of Council, as and when required in the committee terms of reference approved by Council.

Notice Requirements

- 23. Notice, for applications shall be carried out in accordance with the requirements of the *Local Government Act*.
- 24. Where notice must be mailed or otherwise delivered under the *Local Government Act*, notice shall be provided to the owners and tenants of all parcels located within 60 meters of the property that is the subject of the application.

Calculation of Notification Distances

25. Notification distances under sections 18(b), and 24 shall be measured from the outermost legal boundaries of the subject property.

Public Hearing Process

26. Public Hearings and notice of public hearings shall follow the procedures outlined in the Council Procedure Bylaw.

Legal Instruments as Conditions of Approval

27. Where a legal instrument is required as a condition of approval of an application, the instrument shall either be:
 - a) prepared by the Town’s solicitor at the cost of the applicant; or
 - b) prepared by a solicitor or notary licensed to practice in British Columbia, at the cost of the applicant and reviewed by the Town’s solicitor at the cost of the applicant.
28. The Director may require a bond to cover legal costs under section 27 and the amount of the bond may be based on a quote from the Town’s solicitor, or an averaging of the typical costs to prepare a similar instrument.

Revisions to Applications

29. The Director may require an applicant to submit a new application and application fee if, in the opinion of the Director:
 - a) the amendments are not directly attributable to staff, council or public feedback; and
 - b) the tasks and workload to process the amended application are equivalent to that of a new application.

Security

30. A Delegate or Council may require security under section 502 of the *Local Government Act*.
31. Security under section 30 must be provided:
 - a) when an application for a building permit is made, if the permit authorizes the construction of a structure requiring a building permit, or
 - b) prior to issuance of the permit, if the permit authorizes development that does not require a Building Permit.
32. The amount of security required under section 30 shall be determined using:
 - a) price lists, software programs and manuals approved by the Director to estimate the cost of the works for which the security is required; or
 - b) an estimate or quote provided by the Applicant or obtained by the Town, prepared by a professional qualified to undertake or supervise the works for which the security is required.
33. The Applicant may be required to add a contingency amount of up to 10% to an amount of Security determined under section 32.

Form of permits

34. Pursuant to subsection 501(4) of the *Local Government Act*, permits shall be in the form prescribed by the Director.

Inactive Applications

35. The Director may close an inactive application.
36. Applicants shall be notified at least 30 days in advance of closing an inactive application.
37. A decision to close an inactive application shall be made in writing, include the reason(s) for closing the application and advise the applicant of the right to reconsideration under section 38.
38. Where an inactive application has been closed by the Director, the applicant may, within 60 days of the date of the Director’s decision, apply to Council in writing for reconsideration.
39. Council or the Director may reopen an inactive application that has been closed under extenuating circumstances.

Reapplication

40. Subject to section 460(3) of the *Local Government Act* reapplication for an application that has been denied by Council or a delegate shall not be considered within 12 months of the date of the decision to deny the application.

Repeal

41. This bylaw repeals **“Town of Ladysmith Development Approval Procedures Bylaw 2008, No. 1667”**.

Citation

42. This bylaw may be cited for all purposes as the “Development Procedures Bylaw 2024, No. 2179”.

READ A FIRST TIME on the 27th day of June, 2024

READ A SECOND TIME on the 27th day of June, 2024

READ A THIRD TIME on the 27th day of June, 2024

ADOPTED on the _____ day of _____, 2024

Mayor (A. Stone)

Corporate Officer (S. Bouma)

TOWN OF LADYSMITH

BYLAW NO. 2180

A Bylaw to Amend “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905”

The Council of the Town of Ladysmith in open meeting assembled enacts the following to effect changes to “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905”:

1. “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905” is amended to:
 - a. Add the following definition to section 2:

““Minor variance” means:

 - a. a reduction of any setback regulation of the zoning bylaw, to a maximum reduction of 75%;
 - b. an increase to any height regulation specified in the zoning bylaw for a principle building to a maximum increase of 1.5 meters;
 - c. an increase to any height regulation specified in the zoning bylaw, for any structure other than a principle building to a maximum increase of 0.25 meters;
 - d. any variance to the sign bylaw;
 - e. any variance to design standards for bicycle or automobile parking or loading spaces required by a bylaw under section 525(1)(a) of the *Local Government Act*;
 - f. a reduction in the number of required automobile parking spaces for a residential use required by a bylaw under 525(1)(a) of the *Local Government Act*, to maximum reduction of 5%;
 - g. a reduction in the number of required automobile parking spaces for a non-residential use required by a bylaw under 525(1)(a) of the *Local Government Act*, to maximum reduction of 25%;
 - h. a reduction in the number of required bicycle parking spaces for a non-residential use required by a bylaw under 525(1)(a) of the *Local Government Act*, to a maximum reduction of 5%;
 - i. any reduction in the number of required loading spaces required by a bylaw under 525(1)(a) of the *Local Government Act*;
 - j. a variance to a landscaping or screening requirement in a bylaw under section 527(1)(a) or 527(1)(b) of the *Local Government Act* where an equivalent area or type of landscaping is provided on the same site;
 - k. an increase in any maximum size restriction for a balcony, patio or deck, to a maximum increase of 25%; and
 - l. any combination of “a” through “k”;
 - b. Delete section 18 and replace with the following:

“18. Council hereby delegates to the Director of Infrastructure Services the powers, duties and functions to:

- a. approve the location, designation and control of on-street parking and loading areas, in accordance with the conditions specified in “Streets and Traffic Bylaw No. 1309”; and
- b. require excess or extended services pursuant to section 507 of the *Local Government Act.*”;
- c. delete subsection 19(d) and replace with: “d. multi-family development permits for developments consisting of four units or less”;
- d. add as subsection 19(f): “f. a development variance permit for a minor variance”;
- e. delete section 20 and replace with the following:

“20. Council hereby delegates to the Approving Officer the powers, duties, and functions to:

- a. Pursuant to section 512(2) of the Local Government Act, approve the creation of a parcel that does not meet a required minimum frontage where:
 - i. the parcel fronts a cul-de-sac; and
 - ii. the average of the front and rear parcel lines is not less than the minimum parcel frontage set out in the zoning bylaw;
 - b. determine whether an owner of land being subdivided must provide parkland or money in lieu of parkland under section 510(2)(b) of the *Local Government Act.*”; and
 - c. agree to the value of land being subdivided pursuant to section 510(6) of the *Local Government Act.*
- f. insert as section 20 the following:

“20. Pursuant to section 498.1(2) of the *Local Government Act* the Director of Development Services shall consider the following guidelines when deciding whether to issue a development variance permit for a minor variance:

- a. whether the proposed variance can reasonably be expected to adversely affect the use or enjoyment of neighbouring properties;
- b. whether the proposed variance would defeat the intent of the bylaw proposed to be varied;
- c. whether compliance with the regulation proposed to be varied would cause an undue hardship;
- d. whether practical alternatives are available to the landowner that do not require a variance;

- e. after due consideration of all available environmental impact, engineering and planning information, whether the proposed variance would adversely affect the natural environment, the conservation of heritage property or infrastructure to an unacceptable level; and
- f. whether the proposed variance supports implementation of the Official Community Plan.”; and
- g. renumber all section numbers and references accordingly.

Citation

- 2. This Bylaw may be cited for all purposes as “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905 Amendment Bylaw No. 2180”.

READ A FIRST TIME on the 27th day of June, 2024

READ A SECOND TIME on the 27th day of June, 2024

READ A THIRD TIME on the 27th day of June, 2024

ADOPTED on the ____ day of _____, 2024

Mayor (A. Stone)

Corporate Officer (S. Bouma)

TOWN OF LADYSMITH

BYLAW NO. 2182

A Bylaw to Amend “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644”

The Council of the Town of Ladysmith in open meeting assembled enacts the following to effect changes to “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644”:

- 1. Schedule 1 is amended to:
 - a. add the following fees under ‘Application Fees’; and

| | |
|--|---------------------------|
| Notification Bond (Zoning/OCP Amendment, Temporary Use Permit, Development Variance Permit or Board of Variance Application) | \$600 |
| Development Variance Permit: Minor Variance | \$500 plus Delivery Costs |
| Legal costs (legal instrument preparation or review) | At cost |

- b. Change the fee for a sign permit as follows:

| | |
|-------------|-------|
| Sign Permit | \$100 |
|-------------|-------|

Citation

- 2. This Bylaw may be cited for all purposes as “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644 Amendment Bylaw No. 2182”.

READ A FIRST TIME on the 27th day of June, 2024
READ A SECOND TIME on the 27th day of June, 2024
READ A THIRD TIME on the 27th day of June, 2024
ADOPTED on the ____ day of _____, 2024

 Mayor (A. Stone)

 Corporate Officer (S. Bouma)

Schedule A

BYLAW STATUS SHEET July 16, 2024

| Bylaw # | Description | Status |
|---------|--|--|
| 2131 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.). Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1). | First and second readings, December 20, 2022. Public Hearing and third reading December 19, 2023. MOTI approval received January 15, 2024. Awaiting covenant. |
| 2133 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd. | First and second readings, January 10, 2023. Public Hearing required. MOTI approval required. Waiting on applicant to submit Development Permit per Council Resolution |
| 2161 | "Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161". To expand the mobile home park at 10940 Westdowne Road. | First and second readings, November 21, 2023. Second reading rescinded, second reading as amended, December 5, 2023. Public Hearing and third reading December 19, 2023. Awaiting covenant. |
| 2167 | "Town of Ladysmith Animal Control Bylaw 2024, No. 2167". To manage and regulate the keeping of animals in the Town. | First, second and third readings, May 21, 2024. Consequential amendments must be made to the Zoning Bylaw prior to approval. |
| 2170 | "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170". (To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction.) | First and second readings, May 7, 2024. Public Hearing held May 21, 2024. MOTI approval received May 27, 2024. |
| 2171 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171". (To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction.) | First and second readings, May 7, 2024. Public Hearing held May 21, 2024. Moti approval received May 27, 2024.. |
| 2178 | "Community Centre Fees and Charges Bylaw 2024, No. 2178". | First, second and third readings, July 2, 2024. |
| 2179 | "Development Procedures Bylaw 2024, No. 2179" (Resulting from Small Scale Multi-Unit Housing Provincial legislation.) | First, second and third readings June 27, 2024. |

BYLAW STATUS SHEET
July 16, 2024

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| 2180 | "Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905 Amendment Bylaw No. 2180" (resulting from Small Scale Multi-Unit Housing Provincial legislation.) | First, second and third readings June 27, 2024. |
| 2182 | "Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644 Amendment Bylaw No. 2182" (resulting from Small Scale Multi-Unit Housing Provincial legislation.) | First, second and third readings June 27, 2024. |
| 2184 | "Council Procedure Bylaw 2009, No. 1666 Amendment Bylaw No. 2184" (resulting from Small Scale Multi-Unit Housing Provincial legislation.) | First, second and third readings June 27, 2024. Public Notice of intent to adopt scheduled for July 18, 2024 (website) and July 25, 2024 (Chronicle) |
| 2185 | "Official Community Plan Bylaw 2022, No. 2200" Amendment Bylaw No. 2185" (resulting from Small Scale Multi-Unit Housing Provincial legislation.) | First and second readings June 27, 2024. Public Hearing required. |